

**CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 7, 2011 — 7:00 p.m.**

210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 7:00 p.m. by Mayor Norman L. Carlson, Jr.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Norman L. Carlson, Jr.
City Attorney: Jim Young
City Manager: Rob Straebel
City Clerk: Carol A. Ochs
Members Present: Council members Dennis Kusina, Greg Stevens, Bryan Vollmer, Shane Cole, Lyle Gennett
Absent: Councilmember Jill Picha

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – February 21, 2011 Regular Meeting Minutes
- B. Accounts Payable Check Register – February 23, 2011
- C. Accounts Payable Check Register – February 25, 2011
- D. Accounts Payable Check Register – March 8, 2011
- E. Tax Disbursement – March 8, 2011
- F. ACH Payments – February 22-28, 2011
- G. Payroll Check Register – March 4, 2011
- H. Payroll Transmittal – March 4, 2011

V. Public Hearings

None.

VI. Reports

The City Manager informed Council that there had been an error in the 2011-2012 Budget. Budget p. 51 shows a transfer of \$40,700 from the motor pool to Public Improvement fund #1, which is fire and EMS capital for equipment. The actual amount should be \$70,000. That amount is part of the formula developed for the local townships which contract services with the City; portions of their revenue fund capital improvements for both fire and EMS. Staff will bring forward a budget amendment later in fiscal year 2011-2012 to correct the error. There were no objections from Council.

The Manager stated the Attorney, the Planner, and he had met with Charlevoix Township officials and a County Sheriff representative regarding medical marihuana. The City and Township are working together to draft a cooperative and consistent ordinance to regulate medical marihuana businesses. The Attorney commented that it is an excellent idea to work cooperatively with the Township in this matter.

The Clerk reminded Council that Board of Review meets Tuesday morning at 9:00 a.m.

The Mayor informed Council of the Chamber of Commerce 2011 Expo scheduled at Castle Farms March 24. On March 23 there will be a special business-to-business event to which Council is invited to attend.

VII. Requests, Petitions and Communications and Actions Thereon

A. Consideration to Approve Terminal Building Lease with Island Airways

The Manager reviewed the agreement and answered questions from Council. This is a four year lease with Island Airways for the terminal building. There is an early termination clause to allow for a smooth transition between the building of the new terminal and demolition of the old building.

Motion by Councilmember Lyle Gennett, seconded by Councilmember Shane Cole, to approve the Terminal Building Office Area Lease with Island Airways, as outlined on pp. 18-25 of the packet.

Yeas: Kusina, Stevens, Vollmer, Cole, Gennett
Nays: None
Absent: Picha

B. Consideration to Approve a Hangar Lease Agreement Amendment with Island Airways

The Manager was available to address the item and answer questions from Council. This agreement is needed as the City moves toward assuming Fixed Base Operator functions at the Airport.

Motion by Councilmember Dennis Kusina, seconded by Councilmember Greg Stevens, to approve the First Amendment to the Lease for the New Hangar [with Island Airways] as outlined on pp. 26-36 of the packet.

Yeas: Kusina, Stevens, Vollmer, Cole, Gennett
Nays: None
Absent: Picha

C. Airport-Avfuel Aviation Fuel Supply Agreement (AFSA)

The Mayor reviewed that as the City assumes management of the Airport, it will be responsible for the selling of fuel. The Attorney stated that there may still be a few minor revisions that will need to be agreed to by the City Attorney and City Manager prior to final execution of the contract.

Motion by Councilmember Bryan Vollmer, seconded by Councilmember Dennis Kusina, that the Avfuel fuel supply contract be approved subject to the condition that all contract revisions be approved by the City Manager and the City Attorney.

Yeas: Kusina, Stevens, Vollmer, Cole, Gennett
Nays: None

Absent: Picha

D. New Street Name Signs (Color and Style)

Street Superintendent Pat Elliott reviewed the U.S. Department of Transportation new street sign requirements with a compliance date of January, 2018. Mr. Elliott provided sample signs for Council to view. Mr. Elliott recommends dividing the City into five sections, replacing one section per year starting the next budget season, in order to defray the cost. After considerable discussion and a survey of the audience present, Council gave general direction to replace the current signs with the black signs with a white border and generally agreed to the recommended replacement plans.

E. Appointments

Motion by Councilmember Shane Cole, seconded by Councilmember Bryan Vollmer, to appoint June Cross to the Zoning Board of Appeals.

Yeas: Kusina, Stevens, Vollmer, Cole, Gennett
 Nays: None
 Absent: Picha

Motion by Councilmember Greg Stevens, seconded by Councilmember Lyle Gennett, to accept the Mayor's appointment of Sherm Chamberlain to the Planning Commission.

Yeas: Kusina, Stevens, Vollmer, Cole, Gennett
 Nays: None
 Absent: Picha

The Recreation Advisory Committee appointments will be made at a future meeting.

VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action

None.

IX. Resolutions

None.

X. Ordinances

None.

XI. Miscellaneous Business

None.

XII. Audience - Non-agenda Input (written requests take precedent)

None.

XIII. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn.

There were no objections.

Meeting adjourned at 7:31 p.m.

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| Carol A. Ochs | City Clerk | Norman L. Carlson, Jr. | Mayor |
| Accounts Payable – 02/23/2011 | | | |
| AT&T MOBILITY | 336.56 | STANDARD INSURANCE CO | 1,319.07 |
| DELTA DENTAL | 3,987.85 | VISION SERVICE PLAN | 483.39 |
| PRIORITY HEALTH | 34,926.63 | TOTAL | 41,053.50 |
| Accounts Payable – 02/25/2011 | | | |
| GARRY D. ZACHRITZ | 4,000.00 | TOTAL | 4,000.00 |
| Accounts Payable – 03/08/2011 | | | |
| ACCUMED BILLING INC. | 87.15 | EMEDCO | 69.50 |
| AETNA | 222.07 | EVANS, HAL | 41.00 |
| AIRGAS GREAT LAKES INC. | 230.54 | FASTENAL COMPANY | 20.91 |
| APOLLO FIRE APPARATUS REPAIR | 27.03 | FEYEN ZYLSTRA LLC | 303.76 |
| AT&T | 1,432.11 | FISHER SCIENTIFIC | 2,044.70 |
| AT&T LONG DISTANCE | 99.78 | GINOP SALES INC | 382.32 |
| BAILEY, MATT | 459.93 | GRAND TRAVERSE GARAGE DOOR | 3,366.30 |
| BAKER COLLEGE OF CADILLAC | 445.00 | GREAT LAKES PIPE & SUPPLY | 597.29 |
| BC/BS OF MI REFUNDS | 254.62 | HACH COMPANY | 250.45 |
| BERGMANN MARINE | 68.00 | HAGGARD'S INC | 747.74 |
| BRANDI, RICHARD | 41.00 | HANKINS, SCOTT | 41.00 |
| BUDAY'S SOUND ADVICE | 1,728.29 | HART, TERESA | 41.00 |
| BULBS.COM | 611.13 | HEID, THOMAS | 41.00 |
| CALDWELL, JAMES | 41.00 | HORTON, ROSEMARY | 177.93 |
| CAREY, KEITH | 92.00 | HYDRO DESIGNS INC. | 900.00 |
| CDW GOVERNMENT INC. | 274.86 | INDEPENDENT DRAFTING SERVICES | 1,600.00 |
| CHARLEVOIX AGENCY | 100.00 | INDUSTRIAL MARKETING | 1,408.67 |
| CHARLEVOIX SCREEN MASTERS INC | 92.00 | INSTALLATION SPECIALTIES | 570.00 |
| CHARLEVOIX TOWNSHIP | 10.50 | IVAN, PAUL | 41.00 |
| CHEMICAL SYSTEMS INC. | 1,374.00 | J & B MEDICAL SUPPLY INC. | 194.05 |
| CITY OF CHARLEVOIX - UTILITIES | 31,234.67 | KENNEDY INDUSTRIES INC | 66.00 |
| COPPOCK, TIM | 218.28 | KERR PUMP & SUPPLY | 71.89 |
| DOAN, GERARD | 41.00 | KMart | 42.90 |
| DTE ENERGY | 15,050.56 | KORTHASE FLINN | 875.90 |
| EAST JORDAN IRON WORKS | 300.00 | KSS ENTERPRISES | 434.20 |
| ELLIOTT, PATRICK | 41.00 | LAKESHORE TIRE & AUTO SERVICE | 141.00 |

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|--------------------------------|-----------|--------------------------------|-------------------|
| LSL PLANNING INC. | 97.50 | SOS ANALYTICAL | 72.00 |
| MCMASTER-CARR | 75.30 | SPARTAN DISTRIBUTORS INC | 14.22 |
| MICHIGAN MUNICIPAL LEAGUE | 10,404.00 | SPENCER, MICHAEL | 41.00 |
| MISS DIG SYSTEM INC | 66.83 | STANDARD ELECTRIC CO | 49.60 |
| MSU EXTENSION | 20.00 | STATE OF MICHIGAN | 20,057.68 |
| NASH, JENNIFER | 41.00 | STATE OF MICHIGAN | 4,188.00 |
| NORTH CENTRAL MICHIGAN COLLEGE | 1,564.00 | STATE OF MICHIGAN | 200.00 |
| NORTHERN FIRE & SAFETY | 308.00 | STRAEBEL, ROBERT J. | 41.00 |
| NORTHERN SAFETY CO INC | 101.66 | STRYKER SALES CORPORATION | 1,082.75 |
| OTEC | 116.00 | SWEM, DONALD | 41.00 |
| PERFORMANCE ENGINEERS INC | 11,932.20 | TRUCK & TRAILER SPECIALTIES | 67.50 |
| PINE RIVER MEDICAL ASSOCIATES | 30.00 | UP NORTH PROPERTY SERVICES LLC | 672.00 |
| PLUNKETT & COONEY | 3,340.00 | VERIZON WIRELESS | 110.94 |
| POWER LINE SUPPLY | 3,249.62 | VILLAGE GRAPHICS INC. | 57.80 |
| PVS TECHNOLOGIES INC | 5,959.13 | VOSS LIGHTING | 645.60 |
| RADISSON HOTEL LANSING | 763.98 | WELLS JR., DONALD E. | 219.30 |
| RTI LABORATORIES INC. | 83.00 | WHEELED COACH INDUSTRIES INC. | 108.28 |
| SCHMUCKAL OIL CO | 112.90 | WOJAN PLUMBING & HEATING | 159.27 |
| SCHOOF, WILLIAM | 121.21 | WORK & PLAY SHOP | 21.25 |
| SEELEY'S PRINTING SERVICE | 350.28 | YOUNG GRAHAM | 8,842.38 |
| SIMPSON ELECTRIC INC. | 1,559.74 | TOTAL | 146,034.95 |

Accounts Payable – 03/08/2011

Tax Disbursements

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|-----------------------------|-----------|--------------------------------|-------------------|
| CHARLEVOIX COUNTY TREASURER | 53,364.26 | CHARLEVOIX-EMMET ISD | 291.80 |
| CHARLEVOIX COUNTY TREASURER | 712.00 | CITY OF CHARLEVOIX - TAXES DUE | 26,563.46 |
| CHARLEVOIX DISTRICT LIBRARY | 15,816.34 | NEDWICK, DAVID & INGRID | 98.50 |
| CHARLEVOIX PUBLIC SCHOOLS | 14,988.08 | RECREATIONAL AUTHORITY | 2,769.47 |
| CHARLEVOIX PUBLIC SCHOOLS | 1,323.09 | STATE OF MICHIGAN | 2,517.95 |
| CHARLEVOIX PUBLIC SCHOOLS | 2,347.26 | TOTAL | 120,792.21 |

ACH Payments – 02/22/2011-02/28/2011

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|------------------------|------------|------------------------|-------------------|
| MI PUBLIC POWER AGENCY | 37,790.06 | MI PUBLIC POWER AGENCY | 35,879.91 |
| MERS of Michigan | 30,107.81 | | |
| MI PUBLIC POWER AGENCY | 180,191.04 | TOTAL | 283,468.82 |

PAYROLL: NET PAY

Pay Period Ending 02/26/2011 – Paid 03/04/2011

| | | | |
|------------------------|----------|-----------------------|------------------|
| WELLER, LINDA JO | 1,288.69 | WILSON, TIMOTHY J. | 1,671.29 |
| STRAEBEL, ROBERT J. | 2,414.39 | ELLIOTT, PATRICK M. | 1,514.25 |
| BRANDI, RICHARD M. | 1,727.60 | WILSON, RICHARD J. | 1,097.83 |
| LOY, EVELYN R. | 960.84 | STEVENS, BRANDON C. | 441.90 |
| KLOOSTER, ALIDA K. | 1,369.40 | WASHBURNE, MICHAEL J. | 150.19 |
| BROWN, STEPHANIE C. | 1,074.90 | GILLESPIE, MURPHY L. | 362.65 |
| OCHS, CAROL A. | 891.84 | BEHAN, HALEY C. | 248.68 |
| CAREY, KEITH V. | 1,160.62 | HART, TERESA M. | 879.98 |
| SPENCER, MICHAEL D. | 1,488.06 | HOPKINS, ZACHARY D. | 445.61 |
| SPENCLEY, PATRICIA L. | 1,060.24 | WITTHOEFT, MARVIN J. | 226.44 |
| NASH, JENNIFER B. | 1,072.28 | SHRIFT, PETER R. | 1,112.43 |
| BAILEY, MATTHEW L. | 1,757.43 | DOAN, GERARD P. | 1,709.89 |
| UMULIS, MATTHEW T. | 1,440.87 | HANKINS, SCOTT A. | 1,682.17 |
| METDEPENNINGEN, SARAH | 1,217.94 | COPPOCK, TIMOTHY M. | 1,089.10 |
| WARNER, JANINE M. | 1,296.57 | WHITLEY, JOHN F. | 1,930.48 |
| SCHLAPPI, JAMES L. | 1,046.41 | BLANCHARD, SCOTT W. | 1,578.98 |
| ORBAN, BARBARA K. | 1,437.41 | FRYE, EDWARD J. | 1,099.91 |
| IVAN, PAUL M. | 1,691.70 | SWEM, DONALD L. | 1,722.98 |
| SCHWARTZFISHER, JOSEPH | 990.30 | MORRISON, KEVIN P. | 1,129.58 |
| ROLOFF, ROBERT P. | 1,561.57 | HODGE, MICHAEL J. | 1,362.71 |
| BRODIN, WILLIAM C. | 1,138.47 | JOHNSON, STEVEN P. | 1,180.32 |
| RILEY, DENISE M. | 360.50 | JONES, ROBERT F. | 1,212.02 |
| CALDWELL, JAMES P. | 1,280.34 | ZIPP, DONALD R. | 1,260.95 |
| WURST, RANDALL W. | 1,651.12 | BOSS JR, DALE E. | 1,103.31 |
| MAYER, SHELLEY L. | 1,484.62 | BOSS, JAMES W. | 909.25 |
| HILLING, NICHOLAS A. | 1,092.79 | STEBE JR, JOHN M. | 460.89 |
| MEIER III, CHARLES A. | 1,506.32 | BOSS, SHERRY M. | 318.90 |
| JACOBS, DOUGLAS R. | 2,127.17 | BEHAN, DEAN T. | 132.09 |
| NISWANDER, JOSEPH F. | 1,435.74 | HOFFMAN-KOLT, LEIF E. | 274.11 |
| WELLS JR., DONALD E. | 1,455.90 | HOLM, ARTHUR R. | 472.57 |
| JONES, TERRI L. | 1,186.98 | HEID, THOMAS J | 1,370.69 |
| BRADLEY, KELLY R. | 1,307.15 | STEVENS, JEFFREY W. | 195.19 |
| EATON, BRAD A. | 1,383.43 | TOTAL | 74,706.93 |

PAYROLL: TRANSMITTAL

03/04/2011

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| **EFTPS* Payroll Taxes | 24,949.02 | MI STATE DISTRICT UNIT | 128.28 |
| CHAR EM UNITED WAY | 63.00 | NORTHWESTERN BANK | 422.76 |
| CHARLEVOIX STATE BANK | 619.21 | POLICE OFFICERS LABOR | 352.00 |
| COMMUNICATION WORKERS | 486.10 | PRIORITY HEALTH | 199.03 |
| ICMA RETIREMENT TRUST 401 | 692.86 | STATE OF MICHIGAN | 3,998.79 |
| ICMA RETIREMENT TRUST 457 | 5,634.62 | Grand Totals: | 37,545.67 |